

# Agenda Item Form

Agenda Date: 04/06/04

Districts Affected: N/A

Dept. Head/Contact Information: Human Resources, Terry A. Bond, (915) 541-4509

## Type of Agenda Item:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Resolution                       | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments                   |
| <input type="checkbox"/> Tax Installment Agreements       | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                            |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen               |
| <input type="checkbox"/> Application for Facility Use     | <input type="checkbox"/> Bldg. Permits/Inspection | <input checked="" type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements            | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application                    |
| <input type="checkbox"/> Other _____                      |   |   |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

☒ Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar      ☒ Approved      ☐ Denied

Timeline Priority:   ☐ High      ☒ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

Updating minimum qualifications was necessary to meet current Texas Commission on Environmental Quality (TCEQ) wastewater certification standards and Environmental Protection Agency (EPA) recommendations.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

None. Pay grade remained the same

## Statutory or Citizen Concerns:

None Anticipated

## Departmental Concerns:

None Anticipated

2004 APR 10 10 32 AM  
CITY CLERK'S OFFICE

AN ORDINANCE AMENDING ORDINANCE 8064 (THE CLASSIFICATION  
AND COMPENSATION PLAN) TO REVISE THE CLASS OF  
**EPWU WASTEWATER PLANT SUPERINTENDENT**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That Ordinance No. 8064, the Classification and Compensation Plan, shall be amended as follows:

As recommended by the Civil Service Commission, the class of **EPWU Wastewater Plant Superintendent** is hereby revised in accordance with the duties and responsibilities attached hereto. The Code will remain **5462**. The Grade shall be **PM 78**.

**PASSED AND APPROVED this 20th day of April 2004.**

THE CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Terry A. Bond  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: March 25, 2004

By: Terry A. Bond  
Terry A. Bond  
Secretary

# Human Resources Department

## MEMO

To: Civil Service Commission  
Thru: Terry Bond, Human Resources Director  
From: James Sienkiewicz, Classification and Compensation Manager  
Ana I. Sanchez, Personnel Analyst II  
Date: March 23, 2004  
Subject: Revision of Job Specifications

Human Resources recommends Commission approval of the job classification items listed below. See attached proposed and strike-through versions of the specifications.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
OFFICIAL PROPOSED	EPWU Wastewater Plant Technician II Same	3409 Same	GS 20 Same
OFFICIAL PROPOSED	EPWU Wastewater Plant Assistant Superintendent Same	3411 Same	GS 26 Same
OFFICIAL PROPOSED	EPWU Sewage Plant Superintendent III EPWU Wastewater Plant Superintendent	5462 Same	PM 78 Same
OFFICIAL PROPOSED	EPWU Reclamation Plant Superintendent Same	5463 Same	PM 80 Same

Revision of the subject job classes was requested by the El Paso Water Utility (EPWU) General Manager. Updating minimum qualifications was necessary to meet current Texas Commission on Environmental Quality (TCEQ) wastewater certification standards and Environmental Protection Agency (EPA) recommendations. In addition to changes in certification requirements, experience requirements were also modified to ensure consistent and logical progression of levels of knowledge, abilities and skills acquired for promotional purposes. Human Resources found that the natures, scopes and levels of the job classes remained substantially the same. All the incumbents of the affected job classes meet the proposed minimum qualifications.

The attached proposed job specifications summarizing the primary duties, responsibilities, minimum qualifications, other job characteristics and title changes were revised using the City's current style and format conventions and have been reviewed by the Human Resources Director and the EPWU General Manager. No change in grades were warranted.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 4(a), Reclassification of Positions:

*"The Commission or the Human Resources Director may investigate of its own accord or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission will request the Mayor to direct the Human Resources Director to place the position in its proper class and grade.*

*"A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The appointing authority, department heads and employees concerned will have an opportunity to be heard before the revised class is approved and to appeal to the Commission in accordance with Article VI, Section 6.13-4 of the Charter."*

Attachments

Professional and Managerial Branch  
Water Utilities Administration Group  
Superintendent Series

EPWU WASTEWATER PLANT SUPERINTENDENT  
3/04 (AIS)

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**General Purpose**

Under direction, manage overall wastewater treatment plant operations and maintenance activities of an assigned plant through subordinate supervisors.

**Typical Duties**

Coordinate, ongoing and long term planned operations and maintenance of a wastewater treatment plant. Oversee collecting, testing and analysis of sewage samples. Analyze effectiveness of sewage treatment processes and recommend improvements for operational efficiency. Confer with engineers on improvements to sewage treatment plant efficiency. Plan and implement preventive maintenance programs. Evaluate plant performance. Ensure permit discharge limits are within compliance levels. Prepare test procedures and waste specifications for chemicals and materials utilized in the process. Ensure compliance with federal, state and local health rules and regulations.

Administer expenditure of appropriated funds. Involves: Prepare and submit annual budget for plant operation and maintenance. Recommend purchase of equipment and provide justification. Research and prepare specifications for equipment, machines, parts and supplies to prepare quotes. Prepare requisitions for supplies, materials and equipment. Maintain inventory and requisitioning supplies.

Supervise assigned supervisory and non-supervisory technical, skilled and semi-skilled personnel. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work units. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals and review evaluations prepared by subordinates. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, if assigned. Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Monitor, prepare and maintain reports. Represent department to educate and advise schools, community groups, civic groups and international groups on wastewater treatment plant processes.

**Knowledge, Abilities and Skills**

- Considerable knowledge of wastewater treatment facility equipment, operation and maintenance.
- Considerable knowledge of sewage treatment and sludge processing, and related safe working practices.
- Considerable knowledge of wastewater treatment chemistry.
- Good knowledge of federal, state and local health regulations and Water Utility policy and procedures.
- Good knowledge of supervisory techniques, and safety work conduct and attendance standards.
- Ability to interpret federal, state and City laws, rules and regulations related to wastewater treatment.
- Ability to supervise, train, and evaluate assigned personnel.
- Ability to impartially enforce safe working practices and procedures, standards of conduct and work attendance.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, officials, vendors, contractors, regulatory agencies, and the public.
- Ability to analyze and prepare specifications for plant improvement.
- Ability to maintain records and prepare reports.
- Skill in safe operation and care of motor vehicle, computer network workstation and generic business productivity software, common equipment, hand tools and instruments to sample and measure water quality.

**Other Job Characteristics**

- Frequent exposure to moving machinery and equipment, chemicals, fumes, unpleasant odors and materials common to the treatment and operation of a wastewater treatment plant and laboratory.
- Frequent exposure to adverse weather conditions.
- Frequent climbing of ladders.
- Frequent driving through City traffic.
- Occasional lifting and carrying of moderate weight objects (up to 50 pounds).

**Minimum Qualifications**

Education and Experience: Equivalent to a high school diploma or General Education Development (GED), plus eight (8) years wastewater treatment plant operations and maintenance experience, including three (3) years at the level of Wastewater Plant Assistant Superintendent.

Licenses and Certificates:

- Texas Class "C" Driver's License or equivalent from another state.
- Texas Commission on Environmental Quality (TCEQ) Class "A" Wastewater Certificate of Competency by time of appointment.

Special Requirements:

- Subject to on-call during non-working hours and mandatory recall during water utility emergency operations.

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Human Resources Director

  
Department Head

Professional and Managerial Branch  
Water Utilities Administration Miscellaneous Managerial Group  
Sewage Plant Superintendentvision Series

**E.P.W.U. SEWAGE WASTEWATER PLANT SUPERINTENDENT**

3/04 (AIS)SUPERINTENDENT-III  
083/9304 (AIS)

*Summary****General Purpose***

~~Under direction, manage overall is plan and direct responsible for wastewater treatment plant operations and maintenance activities of an assigned plant through subordinate supervisors the operation, maintenance, functions and activities of a sludge digestion and dewatering activated sludge processing and pure oxygen generation sewage treatment plant; perform related duties as required.~~

~~PlanCoordinate, ongoing and long term planned assign, direct and supervise the operations and maintenance of a the wastewater treatment plant operation and maintenance of a waste treatment plant; sOversee upervise the the collecting, taking, testing and analysis of sewage samples; aAnalyze the effectiveness of sewage treatment processes and make recommendations for to improvements for mentoperational efficiency.; cConfer with engineers on improvements to sewage treatment plant; make recommendations for more efficient operation efficiency;s; pPlan and implement preventive maintenance programs; Evaluate plant performance supervise Ensure permit discharge limits are within compliance levels. Prepare test procedures and waste specifications for chemicals and materials utilized in the process the preparation of required operating reports; aEnssure compliance with federal, state and local health rules and regulations..~~

~~Administer expenditure of appropriated funds Involves: Prepare Develop and submit annual budget for plant operation and maintenance.; Mmake Brecommendations for purchase of equipment and provide justification.; Research and prepare specifications for equipment, machines, parts and supplies to prepare quotes. - Pprepare requisitions for supplies, materials and equipment; Maintain inventory and requisitioning supplies direct the preparation and sale of compost;~~

~~Supervise assigned supervisory and non-supervisory technical, skilled and semi-skilled personnel. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work units. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals and review evaluations prepared by subordinates. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes.~~

~~Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, ifas assigned. Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Monitor, prepare and maintain reports. Represent department to educate and advise schools, community groups, civic groups and international groups on wastewater treatment plant processes.~~

~~Supervise, train and evaluate assigned personnel; prepare shift rotation schedules; enforce established rules and regulations, standards of conduct and work attendance; enforce safe working practices and procedures;~~

***Minimum Qualifications***

~~Training and Experience: Graduation from high school or G.E.D. and six years of progressively responsible experience~~

in waste treatment operations and/or maintenance, three years of which must have been at the level of Sewage Plant Operator III, Maintenance Mechanic II or higher; or an equivalent combination of training and experience:

- ~~Considerable knowledge of wastewater treatment facility the equipment, operation and maintenance of a wastewater treatment facility;~~
- ~~Considerable knowledge of sewage treatment and sludge processing, and related safe working practices;~~
- ~~Considerable knowledge of chemistry as it pertains to wastewater treatment chemistry;~~
- ~~Considerable knowledge of safe working practices;~~
- ~~Good knowledge of federal, state and local health regulations and Water Utility policy and procedures;~~
- ~~GoodSome knowledge of supervisory techniques, and safety work conduct and attendance standards of conduct and work attendance, and safe work practices;~~

- ~~Ability to interpret federal, state and City laws, rules and regulations related to wastewater treatment~~
  - ~~Ability to supervise, train, and evaluate assigned personnel;~~
  - ~~Ability to impartially enforce safe working practices and procedures, standards of conduct and work attendance;~~
  - ~~Ability to communicate express oneself clearly and concisely, both orally and in writing;~~
  - ~~Ability to establish and maintain effective working relationships with City fellow employees, officials, vendors, contractors, regulatory agencies, and the general public;~~
  - ~~Ability to analyze and prepare specifications for plant improvement;~~
  - ~~Ability to maintain records and prepare reports.~~
- ~~Skill in safe operation and care of motor vehicle, computer network workstation and generic business productivity software, common equipment, hand tools and instruments to sample and measure water quality.~~

#### Physical Requirements Other Job Characteristics:

- ~~Frequent exposure to moving machinery and equipment, chemicals, fumes, unpleasant odors and materials common to the treatment and operation of a wastewater treatment plant and laboratory.~~

~~Frequent exposure to adverse weather conditions.~~

~~Exposure to unpleasant odors;~~

- ~~mobility within a treatment plant environment~~
- ~~Frequent climbing of ladders.~~
- ~~Frequent driving through City traffic.~~

~~Occasional lifting and carrying of moderate heavy-weight objects (up to 50 pounds);~~

~~climb ladders to access equipment; Occasional driving subject to call during non-working hours;~~

~~operate a motor vehicle through City traffic.~~

#### Minimum Qualifications

Education and Experience: ~~Equivalent to a high school diploma or General Education Development (GED);~~ plus

~~eight eight (88) years wastewater treatment plant operations and maintenance experience in waste treatment operations and/or maintenance, including three (3) years at the level comparable to of Wastewater Plant Assistant Superintendent.~~

• ~~\_\_\_\_\_ Texas Class "C" Driver's License or equivalent license issued by from another state;.~~

~~\_\_\_\_\_ Texas Commission on Environmental Quality (TCEQ) Texas Class "BA"; \_\_\_\_\_ Wastewater Certificate of Competency by the time of appointment and a Texas "A" Wastewater Certificate of Competency required no later than one year after appointment.~~

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Special Requirements:

- ~~\_\_\_\_\_ Subject to on-call during non-working hours and mandatory recall during water utility emergency operations.~~

\_\_\_\_\_  
Human Resources Director of Personnel

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Department Head